

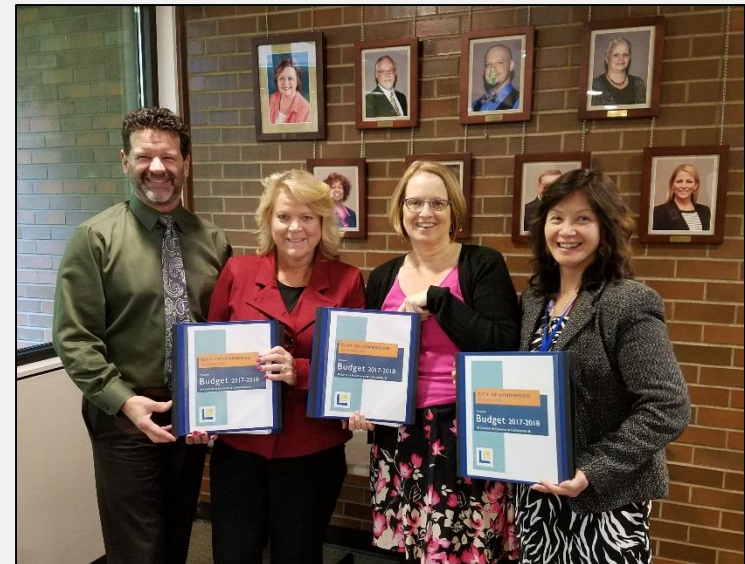


Administrative Services

October 17, 2016

Administrative Services is responsible for

- Accounting and Financial Reporting
- Accounts Payable (Process all Payments for the City)
- Annual Audit by the State Auditor's Office
- Billing, Including Processing of all Utility Bills
- Cash Receipting, Customer Services at City Hall
- Debt Management
- Development of the Biennial Budget
- Managing Cash and Investments
- Payroll Processing
- Public Records Request Coordination
- Purchasing & Records
- Strategic Planning



Administrative Services Org. Chart



Administrative Services BFO Programs

- Accounting and Auditing
- Budget & Strategic Planning
- Procurement
- Records
- Treasury Services
- Utility Billing



Administrative Services Programs : Community Vision



Regional
Model



Welcoming
& Healthy



Business &
Buildings



Recreation



Cohesive &
Respectful



Trans-
portation



Public
Safety

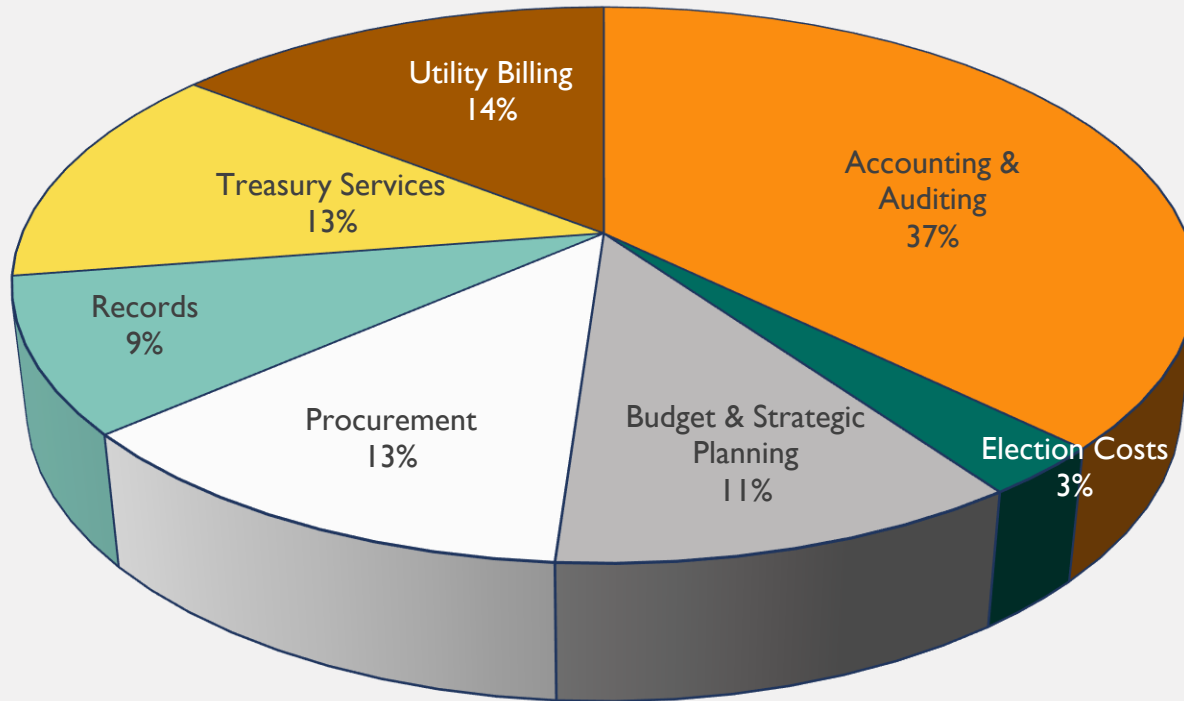


Responsive

Accounting & Auditing	◆							◆
Budget & Strategic Planning	◆	◆			◆			◆
Procurement	◆		◆		◆			◆
Records	◆				◆			◆
Treasury Services	◆							◆
Utility Billing	◆	◆			◆			◆

Administrative Services Budget by Program

Proposed 2017-2018 Budget



Total Proposed 2017-2018 Budget Administrative Services
\$7,220,059

Administrative Services

2015-2016 Highlights

- Implemented Munis Modules:
 - Payroll, Utility Billing, Position Control for Budgeting, Cashiering, Accounts Receivable, General Billing, P-Card
- Created & Implemented Budgeting for Outcomes Process
- Completed Fiscal Analysis of Fire Service Options
- Participated in the 2015 and 2016 North Puget Sound Small Business Summit
- Outsourced Printing of Utility Bills
- Initiated Criminal Justice & Legal studies



Administrative Services

2017-2018 Goals & Highlights

- Clean Unqualified Audit Opinion on 2016 & 2017 Financial Statements.
- Government Finance Officers Association (GFOA) Award for 2016 & 2017 Comprehensive Financial Report.
- Utility Billing for Low Income Assistance Programs.
- GFOA Distinguished Budget Presentation Award for 2017-2018 Biennial Budget.
- Performance management & evidence-based programming.



Administrative Services Budget Summary

Program Title	2014 Actual	2015 Actual	2015-2016 Revised	2017-2018 Proposed
Accounting & Auditing	\$ 1,248,468	\$ 1,451,312	\$ 3,121,584	\$ 2,693,347
Budget & Strategic Planning	Included in Acctg & Auditing	Included in Acctg & Auditing	Included in Acctg & Auditing	785,502
Procurement	510,208	484,547	1,171,437	900,068
Records	60,953	54,861	Included in Procurement	649,054
Treasury Services	467,733	517,157	991,358	941,571
Utility Billing	251,333	293,330	524,761	1,040,517
Election Costs	Included in "Non Department"	Included in "Non Department"	Included in "Non Department"	210,000
Total Department Expenditure	\$ 2,538,695	\$ 2,801,207	\$ 5,809,140	\$ 7,220,059

Administrative Services Budget Changes

	2015-2016	2017-2018	Change
Total Budget	\$ 5,809,140	\$ 7,220,059	\$ 1,410,919
Salaries	\$ 3,476,265	\$ 4,212,423	\$ 736,158
Employee Benefits	1,290,599	1,756,115	465,516
Audit Costs (Previously in Non Departmental)	-	310,000	310,000
Election Costs (Previously in Non Departmental)	-	210,000	210,000
Computer Hardware & Software (Previously budgeted by IT)	-	154,720	154,720
One Time 2015 Decision Pkg - Document Management System	200,000	-	(200,000)
One Time 2015 Decision Pkg - Limited Term Part Time Help for Accounting & Procurement	250,000	-	(250,000)
Other Expenses	592,276	576,801	(15,475)
Totals	\$ 5,809,140	\$ 7,220,059	\$ 1,410,919

Administrative Services Positions

Job Title	2013 Actual	2014 Actual	2015 Actual	2016 Revised	2017 Projected	2018 Projected
Finance Director	1.0	1.0	1.0	1.0	1.0	1.0
Senior Manager, Strategic Planning	0.0	0.0	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0	1.0
Procurement Manager	1.0	1.0	1.0	1.0	1.0	1.0
Finance Supervisor, Budget	0.0	1.0	1.0	1.0	0.0	0.0
Finance Supervisor, Treasury	1.0	1.0	1.0	1.0	1.0	1.0
Finance Supervisor, Payroll	0.0	0.0	1.0	1.0	1.0	1.0
Finance Supervisor, Procurement	0.0	0.0	0.0	1.0	1.0	1.0
Budget Coordinator	1.0	1.0	1.0	1.0	1.0	1.0
Finance Specialist – Payroll	1.0	1.0	1.0	1.0	1.0	1.0
Financial Systems Accountant	1.0	1.0	0.0	0.0	0.0	0.0
Enterprise Accountant	1.0	1.0	1.0	1.0	1.0	1.0
Fleet Program Specialist – Accountant	1.0	1.0	1.0	1.0	1.0	1.0
Capital Assets and Grant Accountant	0.0	0.0	0.0	1.0	1.0	1.0
Account Specialist – Accounts Payable	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Tech – Payroll	1.5	1.5	1.5	1.5	1.5	1.0
Accounting Tech – Accts Payable	1.0	1.0	1.0	0.5	0.5	0.0
Accounting Tech – Utilities	2.0	2.0	2.0	2.0	2.0	2.0
Utility Billing Clerk –PT	0.0	0.0	0.0	0.0	.50	.50
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Finance Specialist	1.0	1.0	1.0	1.0	.33	0.0
Finance Technician	1.0	1.0	1.0	1.0	1.0	1.0
Finance Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Technician	0.5	0.5	0.5	0.5	0.5	0.5
Buyer	2.0	2.0	2.0	1.0	2.0	2.0
Records Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Records/Mailroom Asst	1.0	1.0	1.0	1.0	1.0	1.0
Office Assistant	.25	.25	.25	.25	.25	.25
Totals	23.25	24.25	25.25	25.75	25.58	24.75

Requests for Additional Funding

- Public Records Technician: \$163,600
- Assistant Buyer: \$155,137
- Finance Technician: \$163,544





Administrative Services



